



FAMILY COURT OF THE STATE OF DELAWARE

Non-Merit Position

(This position is exempt from the State of Delaware Merit Rules)

Posting: 11142013-FC00Trainer

DIRECTOR OF TRAINING

Opening Date: November 15, 2013 **Closing Date:** November 24, 2013

Salary: \$47,184 - \$58,980 per year (Minimum - Midpoint)

Recruiting For: Family Court

Location: City of Wilmington (New Castle County Family Court Courthouse)
500 King Street, Suite #3500, Wilmington DE 19801

Summary Statement:

This is an FLSA Exempt position appointed by, and serves at the pleasure of the Chief Judge of the Family Court. The incumbent reports to the Court Administrator and is responsible for the development and implementation of strategic statewide training initiatives. Responsibilities include needs assessments, curriculum design, development of programs, identification of training resources, training record management, coordination of external training services, delivery of training, and the design and development of web / computer based training resources. The incumbent serves as a member of the Administrative Management Team. The position requires statewide travel.

Essential Functions:

- Perform current state and future state needs assessments of organizations training needs.
- Lead strategic initiatives to deliver effective and efficient training to all employees of Family Court.
- Coordinate and manage internal and external training for judicial officers, and provide strategic guidance on the selection of training programs.
- Develop and deliver training for partner agencies and stakeholders that participate in court proceedings.
- Partner with Family Court management to communicate and provide training to support operational procedures, systems, technologies, and processes.

- Partner with Family Court human resources to deliver soft skill, supervisor, and professional development training.
- Evaluate State of Delaware training offerings and provide guidance to management on appropriate courses for Family Court workforce.
- Evaluate effectiveness of programs, courses, curricula, training resources, and materials, and modify to meet identified problems/needs, state/federal requirements, and Family Court goals/objectives.
- Performs related work as required.

Knowledge, Skills and Abilities:

- Knowledge of methods, principles and techniques in development and implementation of education and training programs.
- Knowledge of training resources and materials.
- Knowledge of applicable state, federal and departmental laws, rules, regulations, policies, procedures and processes pertaining to agency and program area.
- Knowledge of adult education/training.
- Knowledge of the methods and techniques of conducting needs assessment.
- Knowledge of the principles and techniques of effective communication.
- Knowledge of program evaluation techniques and monitoring devices.
- Knowledge of the methods, principles and techniques used to improve individual and group performance.
- Skill in the collection, analysis, evaluation and presentation of data from a variety of sources.
- Skill in conducting needs assessment.
- Skill in communicating effectively.
- Skill in course preparation and presentation.
- Ability to identify and analyze problems/needs/issues, assess the impacts and make recommendations
- Ability to establish and maintain effective working relationships with a variety of people.

Minimum Qualifications:

- Four years experience in training administration which includes planning and establishing training priorities, implementing strategic initiatives, developing and implementing training programs and overseeing the development of training courses and materials.
- Four years experience in preparing and developing training or education courses which includes designing learning objectives, curricula and materials.
- Four years experience in developing and analyzing training needs assessments at the individual, job or organizational level.
- Two to four years experience utilizing Microsoft Office Suite of applications (Word, Excel, PowerPoint, and Outlook) and web / computer based training applications and technologies.
- Ability to communicate effectively orally and in writing.

Preferred Qualifications:

- Bachelors Degree in Education or related discipline.
- Prior court experience.
- Prior experience as the training leader for an organization.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits:

- To learn more about the comprehensive benefit package please visit the website at <http://ben.omb.delaware.gov/>.

Submitting Your Application:

- Must submit State of Delaware employment application for consideration, this can be found at <http://courts.delaware.gov/career/>
- Send your application as an e-mail attachment with the words “Director Training” in the subject line to: fc_apps@state.de.us

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- Applications will not be accepted after the closing date.
- Resume or curriculum vitae may be attached with your application, but may not be a substitute for completing the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

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